Want to sharpen your time management skills?

Do you feel overwhelmed when juggling your research, coursework and other engagements? Do you regularly procrastinate? Do you find yourself busy but not productive? The Graduate School is pleased to inform you that the following face-to-face time management workshop for research postgraduate (RPg) students will be offered in Semester 1, 2022/23. Seats are limited and applications will be considered on a first-come-first-served basis.

**Time Management Workshop**
**Date:** November 23, 2022 (Wednesday)
**Time:** 2:30 p.m. - 5:20 p.m.
**Venue:** Main Campus, HKU (Details will be sent to successful registrants)
**Instructor:** Dr. Elizabeth Barrett, Faculty of Education

This 3-hour time management workshop will introduce tools and strategies for better managing your time and your responsibilities as an RPg student. You will learn strategies that can help avoid distractions and procrastination. You will be invited to critically reflect on your current practices and plan for the remainder of your RPg studies. When it comes to time management, it is not a one-size-fits-all approach. This workshop will provide you with a variety of time management tools and tips, so you can trial different strategies to find what works best for you in your daily life.

Please bring an open mind, a pen, and a laptop/tablet to the workshop.